



scottishathletics Ltd

Information for applicants for the position of

Chief Executive Officer

Salary circa £65,000

Introduction

“Perform When It Counts” is the strategy for **scottishathletics** – the Governing Body for Athletics in Scotland, covering the period 2015 to 2019. It is positioned as a high level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014, with more success being achieved in 2015 and 2016.

Perform When It Counts is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy.

There are approximately 140 athletic clubs in Scotland with a total membership of around 16,000. The clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 600. Some clubs specialise in particular disciplines, and others cater for all aspects of athletics. In addition, there are 450 jog**scotland** groups and 30,000+ members.

Our Vision

Perform When It Counts further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- Identifies and supports athletes with potential to perform on the world stage
- Supports strong and sustainable clubs at the centre of development and delivery
- Motivates and supports our coaching community to excel at all levels
- Provides the right competition at the right level within the right environment
- Recruits and retains more people within the athletics community – performing in all roles
- Is resourced, managed, and governed to an excellent standard

Staff

scottishathletics employs 28 members of staff and 26 Club Together Officers.

Conditions of Employment

The successful candidate will be based at the **scottishathletics** office at Caledonia House, South Gyle, Edinburgh EH12 9DQ, but will be required to travel throughout Scotland and the rest of the UK as required. There may also be occasional overseas travel.

Salary

The starting salary offered for the post will be circa £65,000 depending on the experience of the successful candidate. Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottishathletics** Board of Directors.

Hours of work

The person appointed will be expected to work for 37 hours per week. Due to the nature of the post, there will be a requirement to work regularly in the evenings and at weekends.

Pension

scottishathletics operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidates' contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

Annual Leave and Public Holidays

The annual leave entitlement for this post is 30 days, with an additional public holiday entitlement of 10.5 days. Annual leave may be taken by prior arrangement with the Chair.

Travel and Subsistence

The post holder will be required to travel to meetings within Scotland and the rest of the UK, with occasional overseas travel. Travel and subsistence will be reimbursed in accordance with the **scottishathletics** policy. A company car will be provided to aid in the performance of duties.

Probationary Period

All new members of staff will serve a six month probationary period before their appointment is confirmed.

Notice

This post carries a three month period to terminate employment after the satisfactory completion of the probationary period.